Category	Question	Additional Information	Answer
Accounts Payable	When a payment is matched by Setoff, how will the agency know? Also, what is the general process so that we can advise vendors and staff when this happens?		A job aid has been added to the SMART Website ((Setoff Status on Vouchers) which describes where on a voucher an agency can look to see what setoff action has been taken against a voucher. The setoff match process is run immediately preceeding paycycle, potential matches are forwarded to Setoff for review during the nightly batch process, transactions are passed back to SMART during the nightly batch cycle to either release or create setoff credit memos for all or a portion of the voucher, and paycycle is run to complete the setoff process and mark the vouchers and credit memos as paid.
Accounts Payable	Vendor address additions, do we add them or email them?	At the last ASTRA meeting we were told to stop adding them, after emailing them and waiting for a week I was told by Velvet to add them myself.	Agencies are responsible for adding new vendors and the ACH (banking information), new addresses and new locations. Agencies are also responsible for maintaining the W-9 information. Agencies must continue to send DA-130's and TM-121 to Accounts and Reports. At the time of the last ASTRA, the feeling was that the approval process would be faster if all vendors were added to the vendor table by Velvet. Every time a new vendor is added, a new address added, or new location added, the vendor is in an 'unapproved' status. Each morning we receive a report with all of the unapproved vendors. Velvet has to touch each vendor and each tab on the vendor record.
Accounts Payable	What is the turn around on 1099 vendor class changes?	While we know that Velvet has been extremely busy we submitted changes on 10/26 and still don't have them.	We understand that changes and corrections have not been done as timely as they were in the past. We are making changes and approving vendors as fast as we can. Agencies can help us by being careful in the review of the available vendors before adding an address. Please make sure that the available addresses really do not meet your needs before adding a new address.
Accounts Payable	Is there any plan to get Velvet some help or increase agency access to make our own changes?	Originally vendor updates were done by Nickie and Rella, then just Nickie and she was barely able to keep up. Now with more to do there is still only one person, no wonder it is taking so long.	Centrally we have a team working on ways to make the vendor process more effiecient and timely for all agencies. Additional resources is one idea. We are also considering adding/changing defaults as well as other options. More info to come.
Accounts Payable	Is there a single job aid that shows the most up-to-date way of entering a new vendor?	We are currently working from the Adding Vendors User Procedure, that we have added notes from the AP310 participant guide, help desk solution 572 tips for entering vendors, and the most recent 10/19 If you enter VENDORS in SMART read this email, but none of them have everything. Maybe a new all in one job aid would help reduce the errors and decrease frustrations.	For the time being please continue to refer to these separate guides. Once we have the defaults in place and any other changes in the procedures implemented we will publish one user guide for venders.
Accounts Payable	Our claimant medical payments must be paid by check, never ACH, as these payments have to be sent to our fund attorney. "If a vendor location is a default set of rules which define how you conduct business with a vendor", why limit location of some vendors to just one location, such as ACH, and then, if you want a check issued, mark the "Method" on the payment page as CHK. Why not just use the second location to designate a SYSTEM CHECK? When using an interface such as our agency does, we either must change the interface, which involves our IT Dept, or have to catch the payment after the upload has occurred and make the revisions? The more payments we process each day only increases the amount of payments to track and revise, which could result in multiple errors. If a payment gets through because the revisions haven't been made, then letters must be sent to the fund attorneys explaining how the payment was processed, claimant information, and the SMART system, which wastes even more time. A simple second location for SYSTEM CHECK is much simpler and less likely to cause errors and does define how we conduct business with a vendor - by check.		Working with Agency to resolve.

Category	Question	Additional Information	Answer
Accounts Payable	When a wire is sent from the Treasurer's Office, when does the transaction hit the General Ledger? How is this handled at month end? How will this be handled at year-end?		A wire is a payment method. A voucher must be entered into SMART in order to create a wire payment. The transaction hits the General Ledger the same way a check or ACH does - whenever the AP journal is generated, the financial impact is passed to the General Ledger. The journals from the AP module post to whichever GL month is open. At year-end, this should be controlled by the accounting date.
Accounts Payable	When will we see something regarding how SMART will handle outlawed warrants?		We are testing the process and information will be communicated to agencies in an INFO Blast when procedures have been finalized.
Accounts Payable	Is there a way to look up outstanding warrants?		Accounts Payable>Review Accounts Payable Info>Payments>Payments. Enter Payment Number (check number or ACH advice number), Bank Code (KSBNK) and Bank Account (MAIN). Search. The result will display information abiout the payment including payment date,vendor name, vendor number, and reconciliation status. The Treasurer's website continues to be available as well at http://www.kansasstatetreasurer.com/prodweb/financial_services/char_1.php
Accounts Payable	How can an agency find the payments made (by funding stream) for a particular day?		KS_AP_PAYMENTDISTRIB may be run using the navigation path Reporting Tools -> Query -> Query Viewer. This will show payments with accounting distribution by payment date.
Accounts Payable	We have 1099 reportable payments for imprest funds that we need to recognize. We have not used the Imprest Fund fuctionality of SMART. How do create the 1099 data for these transactions. Also we have a large number of transactions the were not marked reportable that should have been.		A process is being developed to deal with these issues. When it is available there will be a blast sent.
Accounts Payable	How do you control 1099 reporting on vouchers.		Unlike STARS, account codes do not drive 1099s in SMART. First the vendor has to be marked as withholding, with the appropriate 1099 type and class. If the appropriate type/class doesn't exist the agency should request Velvet.Guy@da.ks.gov to add it. When the voucher is created the determination needs to be made if the payment is reportable. If you are entering the vendor online, then withholding will populate by default in the voucher. On the right side of the invoice tab of the voucher is a withholding link. If the vendor is not reportable there will be no link. IF vendor is reportable and the payment is not reportable you will need to turn the withholding off by clicking the withholding link and unclicking the green check marks in the boxes marked "withholding applicable" and "applicable", click "back to invoice" and saving. There are two boxes per line. The question then is it the appropriate 1099 type and class. You can review the types and classes on page 6 and 7 of the job aid http://www.da.ks.gov/smart/Training/JobAid_Create_1099Voucher_Online_20100630.doc You can also refer to the old PPM 7002 which marked STARS 1099 reportable "object codes" with "**".
Accounts Payable	Sometimes we have vouchers that look fine, but they do not get paid. They have a schedule date that has passed. It appears that the vendor being paid may have had a change on or around the scheduled payment date. Are you aware of any problems?		The Job Aid, Paycycle Troubleshooting Guide, on the SMART website offers some tips and specific items to look at on the voucher. If you have reviewed this document and can't identify what the problem might be, you will need to log a help ticket with as much information as possible about what you have already looked at. The link to the job aid is: http://da.ks.gov/smart/Training/JobAid_AP_Paycycle_Troubleshooting_20100830.ppt
Accounts Payable	Is there a way in Production to find open payables (vouchers)?		If "open payables" are define as vouchers that have been entered in SMART, but have not yet processed through paycycle, there is no delivered inquiry.
Accounts Payable	In data warehouse, what is the best way to find open payables? We use "close-status' = '0' and payment-acctg-date = 1/1/1900.		If "open payables" are define as vouchers that have been entered in SMART, but have not yet processed through paycycle, the criteria shown are appropriate.

Category	Question	Additional Information	Answer
Accounts Payable	What is the best time to review suspenses in Voucher Build Errors? It seems the list changes and/or you can't get in to view the errors.		The AP hourly jobs run each day on the hour beginning at 9 a.m. with the last hourly job beginning at 4 p.m. Prior to 9 a.m. you should be able to see everything that was in voucher build error after the nightly batch cycle. Each hour, SMART will attempt to build any voucher in "recycle" status. If the voucher no longer has errors (e.g., the vendor record was approved, the chartfield was corrected, etc), you will no longer see the document in "voucher build error". While the voucher build process is running each hour, you will also not be able to access these vouchers - generally the vouchers shoudl be accessible after 4:15 - 4:30 to view again, depending on volume of vouchers in being processed.
Accounts Payable	Which report shows **ACTUAL** travel expenditures? Where is the best place to get travel expenses? I have a voucher that shows one amount. The commitment control report shows a different amount. The JRNL_QR2_28000.XLS download received from the SMART help desk shows another amount.		Working with the agency to resolve this specific question. Depending on what you are specifically looking for related to travel expenditures, there are several queries and reports listed on the Report Catalog that would provide the data requested.
Accounts Receivable	Funds that should have been deposited into Fee fund were inadvertently entered into SGF. We have tried to reverse these deposits to correct this problem. The corrections do not seem to take effect. Is there something that is blocking these actions?		Working with Agency to resolve.
General Ledger	Where would you suggest we get a reliable fund balance on a daily basis (similar to the information provided by the DAFR 8101)?	Some users are getting fund balances from commitment control and others from the Ledger inquiry using Account 110100.	See the PowerPoint presentation from the 11/16/2010 ASTRA meeting to see the Cash Balance report options.
General Ledger	Is there a report available that gives cash balances at the budget unit level?	I can run a Cash Control Status Report but it is by fund number and doesn't drill down to budget units, so I have the cash balances of 3 to 4 grants lumped together.	See the PowerPoint presentation from the 11/16/2010 ASTRA meeting to see the Cash Balance report options.
General Ledger	Where can we find a list of chartfields in each Budget Ledger?		See the Budget Status Report Job Aid on the SMART web sight.
General Ledger	Can you please explain the type of calendar options in the Budget Ledgers -- How they work? Which calendar belongs to which ledger group? How the calendar type selected drives the returned results?		The calendar options are Annual (AN) and monthly (MT). If the Annual budget is chosen, the budget will be the annual amount and the other values (expenditures, revenues, encumbrances, etc.) will be the year-to-date total as of the date of the report. If the Monthly budget is chosen, the budget should be broken down by month. The other values (expenditures, revenues, encumbrances, etc.) will be in the month they were budget checked. The calendars for each budget ledger: CC_APPROP -- Annual CC_CASH and CC_CSH_REV -- no calendar CC_OPR_DOB -- Annual CC_REV_DOB -- Annual CC_PROJECT -- no calendar CC_OPERATE and CC_REV -- Agency selected the calendar type. The calendar type selected determines how the Budget is reported. An annual calendar budget cannot be reported by month and vice versa. Since this is a configuration, the calender type in the Budget Structure can not be changed during a fiscal year. See above for additional information.

Category	Question	Additional Information	Answer
General Ledger	How can an agency get their shared fund balances?		The Appropriated fund balances can be found in the CC_APPROP budget ledger GLS 8020 report or using the Budget Details or Budgets Overview inquiries in Commitment Control> Review Budget Activities. This is not a cash balance this will be the appropriation balance. Cash for appropriated funds, like the State General Fund, is a statewide balance and not available at the agency level. The shared federal fund balances can be found the same as other cash balances by running the GL Cash Balance or Budget Cash Control or the KGL8020 using the CC_CASH ledger group for the agency's business unit.
General Ledger	What are the advantages to setting up agency budgets in SMART?		The biggest advantage is reporting. Agencies can add/update their budget information in SMART and then inquire and report on the status of their budget. This allows agencies to get their budget status daily, if needed, and agencies do not need to create separate reports outside of SMART.
General Ledger	There was indication at the reporting workshop that we could be setting up our agency budgets in SMART. Isn't anything coming over from IBARS?		There are three budgets that are interfaced into SMART from IBARS -- CC_APPROP (Appropriation Budget); CC_OPR_DOB (IBARS Agency Operating Budget); and CC_REV_DOB (IBARS Agency Revenue Estimate Budget). All agencies have these budget. The CC_CASH/CC_CSH_REV budgets were also set up and are maintained centrally. The beginning cash balances in these Associated budgets was interfaced from STARS. Some agencies chose the optional budget structures -- CC_OPERATE (Agency optional Operating Budget); CC_PROJECT (Agency optional Project Budget); and CC_REV (Agency optional Revenue Estimate Budget). The Budget information is not populated for these budgets so agencies will need to do Budget Journals to add the budget.
Other	Our agency is concerned about the length of response time to HELP desk requests (sometimes as long as six weeks). Are there any plans to address this issue in the near future?		We work to address the backlog of Help Desk tickets on a daily basis. With the volume of tickets especially in certain module areas it has been difficult to get caught up. Many tickets address issues that require research of the issue in order to arrive at a viable resolution. We welcome suggestions on how to respond to all help desk tickets, work to resolve production support issues, meet with agencies, perform regression testing and document that testing, design agency reports and analyze enhancements all on a timely basis.
Other	On search pages where data is downloadable to Excel, how do you get the Excel file to open up?		Hold down the Cntl key when clicking on the download icon. When you see a message saying excel is trying to open the file you can release the Cntl key and open the file.
Purchasing	How do we go about finalizing and closing open PO's?		Assumptions: Purchase Order has been approved and vouchered against. If this assumption is correct, selecting the finalize icon on the voucher will release the remaining encumbrance from a PO. The SMART system will close the PO after 90 days. If the PO needs to be closed immediately, submit a help desk ticket and a SMART team member will close the PO.
Purchasing	How do we go about finalizing and closing open PO's when we know the payment has been made and not tied to the PO?	This happened early on when we were doing P-Card reconciliation and did not know how to tie these to the PO's.	If the payment has been made, the only remaining option is to "Cancel" the PO. We strongly recommend that a note be added to the PO referencing the voucher number.

Category	Question	Additional Information	Answer
Purchasing	What would be the best way to set-up an encumbrance for year round expenses (non-set payments) from a contract provider such as a cell phone provider? Also, will this tie up the cash or are these encumbrances considered more "contingent"?	Amount only?	If the chartfield values (distribution lines) will not change, the Purchase Order can be set up as a single line, quantity of one (1), total price and the Amount Only check box selected. The Amount Only check box will allow for multiple payments against the single line. If the chartfield values may change there are a couple options: 1) create a multi-line purchase order, one line for each payment; or 2) create a Purchase Requisition for each payment. **Create a Multi-line purchase order:** Once a voucher has been processed against a line on a purchase order the distribution lines cannot be edited. The distribution information can be edited for subsequent Purchase Order lines; however, there are limitations. Distribution lines can be added, existing values can be changed and distribution lines can be zeroed out. Distribution lines cannot be deleted; consequently, speed charts cannot be used since speed charts require the deletion of existing distribution lines. **Create PRs for each Payment:** The advantage of creating a new Purchase Requisition for each payment is that speed charts can be used. In this situation, purchase requisitions can be copied to create subsequent purchase requisitions. To answer the second part of this question, the Purchase Order is a true encumbrance.
Purchasing	We have a purchase order for our building rent that matches our monthly payments. Once a year we get a bill "escalator fees", they are payable per the contract but not added to the total because we don't know the amount ahead of time. Do we do a change order or submit a new PO?	In the past we amended the contract and sent copies to A&R.	If the contract "Maximum Amount" is inclusive of the monthly rent plus the escalator fee, create a purchase requisition for the escalator fees. If the escalator fees are NOT included in the Maximum Amount, submit a request to the Division of Purchases to increase the contract Maximum Amount to cover the additional fee.
Purchasing	What is the most efficient way of knowing what verified and approved charges have been paid to UMB?	Currently we are trying to match these to the invoice lines on the payment voucher but unless we have added the last 4 digits of the card number to the description field it is quite hard to match.	We are in the process of creating an on-line query that would provide a cross reference from the voucher to P-Card transactions. This query will show all the transactions that have been included in a particular voucher. The SMART team will notify agencies once this query is available for use.
Purchasing	At the end of SFY 2010 we used the DA-107 to encumber funds. These were then converted to SMART PO's. On some of the encumbrances, the payment amount was less than the encumbered/PO amount. We did not know to use the finalize PO option when making the payment. What is the best way to liquidate the unspent encumbrances?	At the end of SFY 2010 we used the DA-107 to encumber funds. These were then converted to SMART PO's. On some of the encumbrances, the payment amount was less than the encumbered/PO amount. We did not know to use the finalize PO option when making the final payment.	The "finalize" icon will still be available on the voucher even after the voucher has been paid. Locate the last voucher against the PO and finalize the voucher, either at the header level or line level whichever is more appropriate. If for some reason this does not work. Submit a Help Desk ticket and a member of the SMART team will close the PO. This will release the encumbrance.

Category	Question	Additional Information	Answer
Purchasing	I have a question that relates to PO/Purchase requisition workflow. For workflow approval purposes, can an approver be reassigned if the approver is absent? If so, what is the procedure for doing this?		There are actually two separate concepts that need to be addressed in this situation: 1) Approval of Purchase Requisitions and 2) Approval of Purchase Orders. **Approval of Purchase Requisitions:** The approval process for Purchase Requisitions is a workflow issue; therefore, you can specify the individual that you want to approve requisition in your absence by navigating to My System Profile and completing the "Alternate User" section. Keep in mind that the individual you select must have the same purchase requisition approval access as you have. In some cases there may be an individual that is absent without warning. In that case, submit a Help Desk ticket to our security team and they can enter the "Alternate User" information. **Approval of Purchase Orders:** The Purchase Order approval process is not part of workflow; therefore, entering an alternate user will not give another Buyer the ability to manage your Purchase Orders. You will need to submit a Security Request form for the individual that will be absent. A new section has been added under the Buyer role in which the Buyer user id(s) will be listed for those individuals that can perform certain functions on the original Buyers behalf. You will also note which of the following functions each Buyer will be authorized to perform: Update, Cancel and/or Close Purchase Orders.
Reports	We need a monthly report starting with July that shows the status of all of our encumbrances by fund and account code including the document number, the original amount, payments, adjustments, and current balance.	Comparable to DAFR 8070.	Navigation: Purchasing > Purchase Orders > Reports > Req and PO Budgetary Activity. The run control page for this reports requires that a budget date range be entered. You can identify which chartfields you want included and specify chartfield value ranges. This report shows only purchasing encumbrances not GL encumbrances. A Data Warehouse query has been written to extract all encumbrances by Budget Period, Fund and Budget Unit. The encumbrance document IDs: PO ID, GL Journal ID, and Travel Auth ID are included on this report along with the Expenditure document IDs: Voucher ID and Expense Sheet ID. There are limitations in the report. The voucher paid against a specific PO may not be apparent. The data warehouse only tracks this information at the Budget Year, Fund and Budget Unit. Detailed information can be found using SMART General Ledger Journal Inquiries and/or using the Req and PO Budgetary Activity mentioned above. We are working with the Data Warehouse staff to make this query available to all agencies. An email will be sent when the query is available.
Reports	We need a monthly report starting with July that shows our cash balances by fund, including beginning balance, receipts, expenses, and ending balance.	Comparable to DAFR 8120.	The KGL000001 will provide you with the GL cash balance. You can choose which accounting period you want to report on. See the PowerPoint presentation from the 11/16/2010 ASTRA meeting to see the Cash Balance report options.
Reports	We need a monthly report starting with July that shows ALL expenses by fund, department code (the long one not our agency number), and account code. That include various tree levels of account codes.	Comparable to DAFR 8290.	The KGL000012 will provide you with the GL Expenditures by Fund, Budget Unit, Program, and account code. There are also queries available that can provide you GL information by specific Department ID and the journal date.
Reports	We need a monthly report starting with July that shows the status of our appropriations.	In the past we put the expenditures into a spreadsheet and backed into it from there.	The GLS8020 report for the CC_APPROP budget ledger will provide you a to-date appropriation balance. This report is not available by accounting period.
Reports	We need a monthly report starting with July that shows the status of our revenues by fund and account code.	Comparable to DAFR 8300. This report has an open defect because it is not pulling all data. (MB)	See KAR00001

Category	Question	Additional Information	Answer
Reports	Nvision reports were previewed in the Reporting Workshop, how soon will they be available and what can agencies do to prepare for them.		There are two nVision reports: 1) and 2) that are currently in Retest and should be available in SMART Production soon.
Travel & Exp	How are encumbrance balances for closed Travel Authorizations that remain in the Commitment Control Ledger liquidated?	These encumbrances were established when users selected PCard Lodging, PCard Airfare, and any other PCard Option as the Payment Type when TA was created. The traveler has been reimbursed for direct expenses, therefore SMART closes the TA. However, transactions initially coded with PCard as the Payment Type are not being liquidated.	We are in the process of taking an more in-depth look at Travel Authorizations and how the associated encumbrances are liquidated. For any prepaid expenses listed on a Travel Authorization or Expense Report, please remember to use the expense types that begin with "PRPD".
Travel & Exp	Is there any plan to set-up pools of approvers for travel?	Having the Supervisor on the default organizational data being the only one that can approve travel makes it difficult when staff are gone. While we can change this, then we have to change it back, and we have some that are mysteriously re-setting to the supervisor in SHARP. A pool of approvers with the one who submits being disqualified would be much easier.	Standard Peoplesoft functionality allows for only 1 supervisor in the Travel and Expense workflow. Users can utilize the reassign page and/or the Alternate User option to reroute approvals. We are currently researching the issue surrounding the Supervisor ID refreshing from the SHaRP system and we will communicate our findings to agencies.
Travel & Exp	Our agency processed a travel advance for a staff member. He has since received this email message: "This is to inform you that you have overdue advances ready to process." What is this message telling us?		The email message is for informational purposes to let the employee know that there are outstanding cash advances in the system that need to be applied to an expense report and/or reconciled. Currently the system is configured to send out this notification if the Cash Advance has not been reconciled within 14 days.
Travel & Exp	How do you link lodging, other expenses (not paid to employee) to UMB Card?	I have put pcard lodging on travel expense reports, not paid to employee. It took it out of our budget twice, once on the travel expense report & once when we paid the UMB Bank.	There is not a way to directly link a pre-paid expense to a UMB voucher. To avoid double budgetary impact, please remember to use the expense types that begin with "PRPD" when creating travel authorizations and expense reports for pre-paid or pcard transactions.
Travel & Exp	Where do we find the email addresses that SMART sends the expense verifications to? And are we able to update them?		If the user has a SMART user id, they can log into the SMART system and navigate to My System Profile to verify their address. If they do not have a SMART user id, they can log into Employee Self Service and review the email listed.
Travel & Exp	Travel and Expense Reporting. Can the KS_EX_EXPENSE_DEPTDTL query be modified so that the column labeled "effective date" is not a table date of 01/01/1901, but is instead something more useful like the Paid Date?	See sample 1 at the below.	We will evaluate this query to see if we can provide a more useful date.
Purchasing	When entering a requisition you have to input the vendor on every line, why can't the system populate the vendor since you only have 1 vendor on a requisition. This would alleviate the transposing of the vendor number or clicking on the vendor above/below the one you want?		A vendor ID can be assigned to all lines on a requisition by adding the vendor ID on the line defaults. The line defaults is found under tab 1. Define Requisition. Note that this vendor ID will not override the applicable vendor when selecting an item from the Catalog tab, the Web tab or the Favorites and Template tabs when a vendor ID is already identified.
Purchasing	When charges appear in SMART that are not on UMB statement because the charges are too current, what do you do for those charges? Wait until new statement is received?		The P-Card transactions need to be reconciled against the merchant receipt turned in by the employee. Do not wait for a new statement to reconcile.
Purchasing	As a buyer, what do you think I should do in SMART on a daily basis?		1) Check Sourcing Workbench for errors; 2) check POs that are in "Open" status for review and approval; and 3) check POs that have failed budget check.

<table>
<tr><th>Category</th><th>Question</th><th>Additional Information</th><th>Answer</th></tr>
<tr><td>Purchasing/
Accounts Payable/
Asset Management</td><td>What do the Purchasing and Payables staff need to know about the integration to Asset Management?</td><td>This table displays the statewide capitalization thresholds.
<table><tr><th>Description</th><th>Capitalization Threshold</th></tr><tr><td>Equipment and Furnishings</td><td>$5,000</td></tr><tr><td>Vehicles</td><td>$5,000</td></tr><tr><td>Land</td><td>$100,000</td></tr><tr><td>Buildings and Improvements</td><td>$100,000</td></tr><tr><td>Intangible - Software</td><td>$250,000</td></tr><tr><td>Intangible - Other</td><td>$250,000</td></tr><tr><td>Land Improvements</td><td>$100,000</td></tr><tr><td>Leasehold Improvements</td><td>$100,000</td></tr></table></td><td>In order to “flag” an item as an asset in SMART, a user must select a Profile ID and an Asset Management Business Unit on the requisition, purchase order, voucher, or completed project. It is imperative that users who create these source documents select the correct Profile ID, as the Profile ID auto-populates numerous fields on the asset record including depreciation and accounting data.

When determining the appropriate Profile ID to select, users should compare the total cost of the asset to the statewide capitalization thresholds shown to the left.

If the cost is greater than or equal to the threshold amount, a capitalized Profile should be selected. If the cost is less than the capitalization threshold, a non-capital Profile should be selected. When you click the lookup for Profile ID, the Description of the Profile tells whether the Profile is capital or non-capital; all non-capital profiles are marked “NON-CAP” or “NON-INVENTORY.” Also, be sure to select the Profile with an accurate description. For example, you should not select 542010-BUILDINGS for a Building Improvement.

All profiles are listed in the Profile ID Selection job aid at
http://da.ks.gov/smart/Training/CourseMaterials/WBT/resources.html
under the Asset Management section.</td></tr>
<tr><td>Travel & Exp</td><td>What do you do when your Travel Authorization is less than the travel expense request?</td><td></td><td>You can still copy the travel authorization into the expense report and modify any amounts on the expense report.</td></tr>
<tr><td>Other</td><td>When can we expect to see a schedule of what processes run at what times?</td><td></td><td>Open item</td></tr>
<tr><td>Reports</td><td>Agencies are required to report to the Legislature on budget year transactions, yet we are unable to pull budget year actuals. How are we to respond to the Legislature when we can't reconcile budget year actuals?</td><td></td><td>Open item</td></tr>
</table>

Sample 1

Expense Deta	112								
Report ID	**Report Descr**	**Travel Auth ID**	**ID**	**Name**	**Purpose**	**Short Desc**	**Descr**	**Eff Date**	**Submit Dt**
0000009659	Official hospitality		J0000005176	Consolver,Daniel	ASA	Sup Activ	Agency Support Activity	1/1/1901	9/27/2010
0000009659	Official hospitality		J0000005176	Consolver,Daniel	ASA	Sup Activ	Agency Support Activity	1/1/1901	9/27/2010
0000009659	Official hospitality		J0000005176	Consolver,Daniel	ASA	Sup Activ	Agency Support Activity	1/1/1901	9/27/2010